



“We cannot spawn creativity without a professional team filled with individuals who embrace boldness, are growth-oriented, eager to learn, and who love to laugh... a lot.”

POSITION DESCRIPTION:

TITLE: Architectural Designer

Architects create designs for new projects, alterations, and redevelopments. They use their professional construction knowledge and high-level drawing skills to design buildings that are functional, safe, sustainable, and aesthetically pleasing.

Architectural Design Candidates will work collaboratively with the firm partners, production manager and project team to provide design solutions and drawings for our wide variety of clients and projects.

Architects stay involved throughout the construction process, adapting their plans according to budget constraints, environmental factors or client needs. As such, they operate as part of an overall project team; they work closely with a range of construction professionals from contractors to building services engineers.

Main Duties/Responsibilities:

- Draw schematic designs from sketches using design (CAD) applications
- Provide pricing information to preliminary budget plans
- Field verify buildings, building elements, and conditions
- Make any adjustments or changes necessary or desired to construction documents.
- Produce marketing plans and lease diagrams
- Provide usable and rentable square footages per BOMA Standard Methods of Measurement

- Provide presentation materials for clients such as marketing boards and renderings
- Work around constraining factors such as codes, legislation, environmental impact, and project budget
- Work closely with a team of other professionals such as building service engineers, construction managers, quantity surveyors, and building technologists
- Write and present reports, proposals, applications, and contracts
- Adapt plans according to circumstances and resolving any problems that may arise during construction
- Play a part in project and team management
- Travelling regularly to building sites, proposed locations, and client meetings

Qualifications:

- Proficiency in Revit and knowledge of other modeling software
- Ability to operate related MS Office software – Word, Excel
- Sound working knowledge of building codes, building systems and construction methods
- Designated Bachelor’s Degree in Architectural from an accredited institution
- Valid driver’s license, automobile insurance, and use of vehicle

Skills:

- Ability to read, write and follow oral and written directions at a level necessary to accomplish the job
- Ability to understand with proficiency computer technology
- Vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Frequently lift or move objects up to 10 pounds and occasionally lift or move objects up to 25 pounds
- Frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Occasionally required to climb or balance; and stoop, kneel, crouch or crawl during field verifications
- Occasionally exposed to a variety of extreme conditions at job sites

BENEFITS

- **The tangibles:** Competitive salary, 9 paid holidays per year, and annual vacation. Hughes Turner Phillips and Associates pays in full for employee health, dental and vision insurance after 30 days of employment. We also pay in full for employee long- and short-term disability. The company offers a 401(k) employer-funded 3% salary match. We also encourage professional growth opportunities through conferences and online learning. Our office is accessible with plenty of free parking, green space, and an onsite café.
- **The intangibles:** Working in a smaller firm provides the opportunity to work in a diverse, non-regimented environment where you will participate in all areas of the firm. We see our team as family, love to laugh, participate in activities to stimulate creativity, and maintain a fun atmosphere centered on respect and teamwork.

Please e-mail your resume and cover letter to info@hugheturnerphillips.com

You may also submit your resume through our website by clicking our [Drop Us a Line link](#).

Only applicants meeting the criteria outlined above will be contacted as part of the shortlisting process.